



State of Idaho

Division of Occupational and Professional Licenses Idaho Board of Examiners of Residential Care Facility Administrators

BRAD LITTLE
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Minutes of 1/4/2023

Board Members Present:	Robert "Chuck" Bosen - Chair Kristen E Hyde Mary Zarybnisky	Division Staff:	Russell Barron, DOPL Administrator Cesley Metcalfe, Executive Officer Nick Krema, Legal Counsel Emily Rough, Board Support Specialist Allegra Earl, Licensing Supervisor
Board Members Absent:	Jerry Parmeley		

The meeting was called to order at 9:00 AM by Robert "Chuck" Bosen.

Approval of Minutes

A motion was made and seconded to approve the 10/12/2022 and 11/17/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

2023 Legislative Session Update: Ms. Metcalfe stated that an update will be provided at the next meeting after the legislative session has begun. The Division will track the Session and update the Board on any legislation relevant to the profession.

DOPL Strategic Plan: Ms. Metcalfe explained the three main goals of DOPL's strategic plan: lead through transparency and exceptional customer service, public protection through consistent enforcement, and make recognizable and measurable reform through permissionless innovation.

Financial Update: Ms. Metcalfe presented the financial report which showed a balance of (\$143,994.95) as of October 19, 2022.

Board Member Survey: The Division will begin providing an anonymous survey to each Board member seeking feedback on how to better serve the Board.

BOARD BUSINESS

Provisional Permit Extensions: The Board discussed the provisional permit extension policy adopted during COVID-19. Due to the expiration of the public health emergency, the Board will no longer grant extensions for provisional permits, pursuant to Idaho Code § 54-4211.

Continuing Education Approval Process: The Board discussed accepting continuing education completion certificates without a NAB or NCERS approval number if the education is germane to the profession. A motion was made and seconded to allow staff to accept CEs that are germane to the profession. The motion carried unanimously.

Endorsement Application Approval Process: The Board discussed options for staff approving endorsement applications. A motion was made and seconded to delegate the Board's authority to approve clean endorsement applications to Division staff. The motion carried unanimously.

Licensing Report: Ms. Metcalfe presented a report on applications received and licenses issued and renewed by staff since the last meeting.

Adjourn

There being no further business, the meeting was adjourned at 9:50 AM MT.

The next meeting is on 04/05/2023.